



## Tips Series for Service Corps: #1 Getting Started

Starting a new internship can be both exciting and overwhelming. As you begin your internship, here are a few tips to help guide you:



**Dress Code:** Different companies and organization have policies for professional attire ranging from business-professional to casual. Furthermore, first impressions matter and dressing professional even over Zoom helps you to embrace the experience and feel confident.

**Tips:** Not sure what to wear the first day?

1. Always default to a dress shirt/blouse, dress pants or skirt, and be well groomed.
2. You can always ask your supervisor about the office dress code to gain a clearer picture of what is expected.



**Ask Questions:** Don't be afraid to ask questions as you get started. Let yourself be curious about things you find interesting. Ask clarifying questions if you are confused about something. Your supervisor is there to help you succeed and can be a great resource!

**Tips:** When it's your first work experience, sometimes you don't even know what to ask. You are not alone. Here are some examples of what to ask at the end of a meeting when you have been tasked with an assignment:

- “When embarking on this project, what areas do you suggest I should focus on more than others?”
- “If I run into any obstacles completing the project, who is the best contact person and the best way to reach out with my questions?”



**Take Notes:** You will be given a lot of new information as you get started and meet your other team members. Be prepared to take notes so that you have something to look back on and remind you of the information provided throughout those first few days. You can make notes about projects you are assigned, information about that organization, and facts about your new colleagues that will help you know them better.

**Tips:** Paying attention to details is very important in a workplace and your short term memory isn't always enough when you are reacting and responding to multiple priorities.

1. Invest in a journal notebook with a bookmark to help you keep your notes in one place.
2. Make sure to date the pages and take note of whoever the meeting was with for future reference.
3. Write down all deadlines for projects and any important details.

## POST TRAINING REMINDERS

Thank you for attending either the Thursday, 1/21 or Friday, 1/22 training session for Service Corps. You can:

1. Review the slides from the training [HERE](#).
2. Watch the recording with this link:  
[https://us02web.zoom.us/rec/share/OiVP\\_Ju4Gb1p5ErMK2I6RdZKa4BtPtxEDF3DcDnOi0ImAm4TGzPhJsPzMRtAfxNv.2vuExewE-eV5s5t1](https://us02web.zoom.us/rec/share/OiVP_Ju4Gb1p5ErMK2I6RdZKa4BtPtxEDF3DcDnOi0ImAm4TGzPhJsPzMRtAfxNv.2vuExewE-eV5s5t1)  
 Passcode: U2%cMh@5
3. Review the [Connect Focus Grow Participant Handbook](#)



**Tell us how we did!** If you haven't taken the post-training survey yet, please spend a few minutes sharing your feedback now!

[SURVEY >>](#)



**Need a reminder about how to use the Civic Champs?** Check out the "How To" Guide that walks through the app step-by-step.

[IN ENGLISH >>](#)

IN SPANISH >>

## MISSED THE LAST TRAINING SESSION?

If you haven't attended the mandatory training yet, register for the final training session on Thursday, February 11 from 12:00PM - 2:00PM

REGISTER >>

## CUNY SERVICE CORPS & MENTOR NEW YORK

*CUNY Service Corps builds on CUNY's history of service to New York City by creating opportunities for students to contribute to New York City's civic sustainability.*

*MENTOR New York is facilitating this training in partnership with CUNY Service Corps to help infuse mentoring practices into the workplace will help interns and supervisors build a strong working relationship over the next few months and beyond.*

Service Corps members and their supervisors will be invited to:

- Initial training in January
- Networking and round table event in March
- Career day in April
- End-of-internship celebration in June

## ABOUT MENTOR NY

For over 25 years, MENTOR New York has leveraged its expertise in relationship development and program management to advise and train its partners about how to start, manage and improve quality youth-facing programs.

MENTOR NY is committed to bringing mentoring to scale in New York by providing services to and building partnering with companies, schools and organizations that work with and serve young people.

## MISSION:

To fuel the quality and quantity of mentoring relationships for young people and close the mentoring gap in New York.

## VISION:

To create mentoring cultures and foster mentoring relationships wherever young people live, learn, work and play



*These training sessions are made possible through the support of the Schultz Family Foundation.*

Connect with MENTOR New York!



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